

Guide for Construction Inspection Training Program (CITP)

The Construction Inspection Training Program is part of UDOT's Quality Assurance Program and required by CFR 667.

This document outlines the process and the requirements to become qualified to perform inspection and testing duties for the Utah Department of Transportation (UDOT)

Training and qualification is necessary to maintain qualified project personnel. UDOT has developed this training and qualification program to provide the basics of road construction to UDOT employees and consultants, with the expectation that inspection techniques and knowledge improve with experience.

The new program consists of the courses listed below, along with required field time on construction projects to supplement the courses. Beginning in the Fall of 2021 the training classes listed below will be available for all to attend at their leisure. Before April 1, 2023 inspectors who have previous qualifying inspection experience can take the online classes as fast as they want, and then will need to self-certify their time of experience, a level at a time. Effective April 1, 2023 the current IQP certifications will expire and will be replaced with the Construction Inspection Training Program level of certification attained by that date. The minimum time of field experience required prior to being eligible to attain the indicated certification level is as follows:

- Testing Technician - SRDT & CTT Certifications
- Level I - 1 Year
- Level II - 2 Years (Level I + 1 year)
- Level III - 3 Years (Level II + 1 year)
- Level IV - These training courses are forthcoming. In the meantime, the requirements for a level IV certification are:
 - Attain the Inspector Level III Certification
 - Be or become CEMT Certified
 - Self-certify to 10 years or more as an inspector on roadway construction projects
 - Self-certify to 4 of the most recent 5 Years or more as a lead inspector on UDOT roadway construction projects

The training courses and field experience can and are encouraged to happen concurrently. The field experience for all levels begins when the Level I courses or field training begin, whichever is first. Field experience must be continuous.

Transportation Technician Qualification Program (TTQP) certifications must be completed to be able to perform any of the associated tests.

Prior to April 1, 2023, everyone will be required to self-certify their time of field experience by providing the following:

- A history of projects worked on
- Your role on those projects

- Your begin and end dates on those projects
- At least one reference for each project with current email address and phone number.

After April 1, 2023 the learning portal will automatically track time. False reporting will result in immediate revocation of all IQP and CITP certificates.

There is an option to have someone who is not a trained inspector to be a tester only, as long as they have the TTQP certification(s) to perform those tests.

Each of the training courses within a level may be taken at any time, but all will expire within 15 months of the first course's start date if all the courses within that level are not completed.

Our goal is to keep the registration cost for the new program the same as the current program.

The table below defines the required courses and their associated certification level.

Course Title	Certification Level	Hours
Partnering*	Level I	12
Inspection and Documentation	Level I	1
Plan reading	Level I	1.5
Structures overview	Level I	1
Intro to Materials Testing	Level I	0.5
TC3MS001 Basic materials for highway and structure construction	Level I	3
TC3MS018 Aggregate Sampling Basics	Level I	1
TC3MS019 Materials testing reducing aggregate samples	Level I	1
ECS Training	Level I	3
ATSSA TC Tech or AGC TCM*	Level I	8
Daily Progress report	Level I	0.5
Drainage 1	Level I	0.5
Drainage 2	Level I	1
Intro to concepts for Materials Testing	Level I	1.5
TC3CN043 Understanding Materials Testing for Inspectors	Level I	5
Basics of Materials MOI	Level I	0.5
Basics of Minimum sampling and testing	Level I	0.5
ADA Pedestrian training course*	Level I	5
Masterworks logging in**	Level I, OM	0.5

Masterworks DPR**	Tech I, OM	0.5
Masterworks Item Posting**	Level I	0.5
Masterworks (Mobile) Checklist	Level I, OM	0.5
Masterworks (Mobile) DPR	Level I, OM	0.5
Masterworks (Mobile) Item Posting	Level I, OM	0.5
Masterworks (Mobile) login	Level I, OM	0.5
Masterworks (Mobile) Visual Inspections	Level I, OM	0.5
Masterworks Visual Inspection**	Level I, OM	0.5
Survey Concepts	Level I	1
UDOT Roadway Materials	Level I	0.5
Intro to drainage	Level I	0.5
	Level I Total hours	52.5
Structures	Level II	0.5
Construction Management: Roles and Responsibilities	Level II	3
CEMT Webinars	Level II	7
UDOT IQP Crash Cushion*	Level II	16
Demolition and Earthwork	Level II	0.5
Fencing and Landscaping	Level II	0.5
Pavement and Materials	Level II	0.5
Striping and Signing	Level II	0.5
	Level II Total Hours	28.5
Masterworks Initial Contract set up**	OM	0.5
Masterworks Monthly control of time**	OM	0.5
Masterworks Pay estimates**	OM	0.5
Masterworks How to create Change order	OM	0.5
CEMT Certification	OM	10
Managing projects	Level III	0.5
Project Close out	Level III, OM	0.5
Civil Rights	Level III, OM	1
Project Admin Payment	Level III, OM	0.5
Project Admin Core Curriculum	Level III, OM	1.5
Inspector Utility and RailRoad	Level III	0.5
ATSSA TCS or AGC TCM*	Level III	8

UDOT Traffic Signal and ATMS*	Level III	4
	Level III Total Hours	16.5
	OM Total Hours	19.5
CTT Certification*	Testing Tech	8
SRDTT certification*	Testing Tech	8
Partnering*	Testing Tech	12
	Testing Tech Total Hours	28

TCT and TCS certifications are not required, only completion of the training course.

*These courses do not need to be taken until current certification expires.

**These courses will not be required for users who have been verified with the following within the last 3 years:

- Masterworks logging in - user has logged in 10 or more times
- Masterworks DPR - Created 25 or more DPR's
- Masterworks Item Posting - Created 25 or more item postings
- Masterworks Visual Inspection - Created 10 or more visual inspection reports
- Created 10 or more SWPPP entries
- Masterworks Initial Contract set up - Set up 10 or more projects
- Masterworks Monthly control of time - Created 10 or more monthly control of time
- Masterworks Pay estimates - Created 10 or more pay estimates

***Automatic enrollment in CEMT Webinars will occur when Level I certification is complete. Only CEMT Webinar;s posted after the registration date will be required.

Those who have previously completed the TEP will be grandfathered in.

Registration for the Construction Inspection Training Program (CITP) is available on the [UDOT Learning Portal](#).

To register for [Partnering](#), please refer to the American General Contractors Association's website.

UDOT Certification Chart

You may check the status of your training on the [UDOT Certification Database](#). This allows you to look up an individual or a company.

FAQ:

Q: Is it possible to achieve a Level III certification within 3 years?

A: Yes - as long as all of the trainings are completed within the corresponding year of experience

Q: Can the training and field time required happen concurrently?

A: Yes.

Q: What do the RE and FE need to complete?

A: Please refer to the UDOT CEMT website [here](#) for FE and RE requirements, in addition to any other applicable training for the work they are doing, testing, inspection, etc.

Q: Do all inspectors start at Level I, including Level III or IV inspectors? Can they start at Level III.

A: All inspectors will have to progress through the entire program starting at Level I and proceeding to Level IV or their current level of experience. Prior to April 1, 2023, those inspectors who have many years of experience can take the classes as quickly as they want and certify their experience accordingly. After April 1, 2023, everyone will be required to start at Level I and wait for the experience component before advancing to Level II and so on.

Q: Who can get credit for past TEP? Is that the most recent program or older versions?

A: If you have previously completed the TEP program you do not have to repeat it. Your name just has to show up in the database or show a certificate of completion.

Q: Is UDOT saying that all inspectors need to train at a certain level before they can work on a UDOT project. For example, some staff we hire progress faster than others and would be able to work as a level III after a couple of years. Can they take these classes faster than shown?

A: Inspectors need to be enrolled in the CITP program and meet other training / certification requirements (partnering, SRDT & CTT if testing) prior to working on a UDOT project. The inspectors can take the online classes prior to working on a project and the expectation is the field experience for each level is obtained working on UDOT projects. During the time we transition to CITP from IQP, inspectors who have previous qualifying inspection experience can take the online classes as fast as they want, and then will need to self-certify their time of experience, a level at a time. For example, an inspector with 3 years of experience would take the Level I courses, certify their time, take the Level II courses and certify their time, take the Level III courses and certify their time - as quickly as they can before the April 1, 2023 date. After April 1, 2023, all inspectors enrolling into the CITP program will start at Level I. Classes can only be taken as fast as there is associated field

experience. The expectation is the field experience and online classes will compliment each other in the learning experience of the inspector as they progress through the program.

Q: If we have staff that has been working and certified IQP for 5-10 years, do they need to start the training at level 1

A: Yes, all inspectors will be required to complete this training. The only exception will be if a person has completed UDOT TEP in the past. They need to show completion in the database or show TEP UDOT certificates.

Q: Who at UDOT is going to determine if our staff is certified at each level?

A: The training portal will manage the training classes. It will also track years of service. In the transition phase of moving into CITP each inspector will have to self-certify their experience and UDOT will spot check those certifications. Central Construction will review the certified time inspectors submit.

Q: What is the expiration time frame on the Level's and what is the cost of the program?

A: Each level needs to be completed (training and field experience) within 15 months of starting that level (online training or field experience). Once a level is completed, there is no expiration. We have not finalized the cost yet, but our goal is to keep the cost the same as the IQP training at \$200. The other trainings that typically have a cost like crash cushion, SRDT, CTT will be in addition to the IQP cost.